

# MORTGAGE FINGERPRINT INSTRUCTIONS

## MORTGAGE LENDER / BROKER / SERVICER APPLICANTS

Mortgage lender/broker/servicer *applicants* must undergo a fingerprint criminal background check conducted through the Tennessee Bureau of Investigation (TBI).

Fingerprints must be submitted through MorphoTrust USA using one of the two following options:

### **OPTION 1 – ELECTRONIC FINGERPRINT SCAN** *(only available in Tennessee)*

#### 1. Registration

- Register online at [www.identogo.com](http://www.identogo.com) or call 1.855.226.2937
- Click on the state of Tennessee
- Click Online Scheduling
- Click on English or Spanish
- Enter your First Name
- Enter your Last Name
- Agency Name choose **OTHER**
- When prompted for Applicant Type choose **DFI ORI TN920717Z**
- When prompted for ORI Number enter in **TN920717Z**
- Confirm the ORI Number which is **TN920717Z** click Yes
- You will be required to make an appointment for fingerprinting
- Complete the demographic data collection process
- Make sure your social security number is correctly entered

NOTE: Any registration errors must be corrected by re-registration online or by phone prior to fingerprinting.  
NO ERRORS CAN BE CORRECTED ONCE THE FINGERPRINTS ARE TAKEN.

#### 2. Fees

- The processing fee for an electronic scan is **\$38.50**

#### 3. Payment

- Credit or debit card payments can be submitted online in the registration process either on the website or with the call center.
- At the fingerprint site you can only pay by Money Order or Cashier Check made payable to MorphoTrust USA. Cash and Personal Checks are not accepted.

#### 4. Fingerprinting

- Go to your appointed fingerprinting site on the scheduled day and time
- Upon arrival you must provide a State or Federal Government Issued Identification. You must also provide the payment you indicated.
- Fingerprints are electronically forwarded to the TBI and the FBI.
- Fingerprint results are provided ONLY to the Tennessee Department of Financial Institutions.

## OPTION 2 – FINGERPRINT CARD SCAN *(only option for out of state)*

>>> FINGERPRINT CARDS CAN NOT BE PROCESSED WITHOUT A MONEY ORDER OR CASHIER CHECK <<<

1. Obtain Fingerprint Card (1 per applicant)
  - You **MUST** use the blue-lined FBI fingerprint card provided by the Tennessee Department of Financial Institutions.
  - To request cards send an email to [askmortgage.licensing@tn.gov](mailto:askmortgage.licensing@tn.gov) or call 615.741.2236.
  - Once you receive the fingerprint card complete ALL blocks of the card in black ink.
2. Fingerprinting
  - Take the blue-lined fingerprint card to a local law enforcement agency to be fingerprinted.  
(Local fingerprint fees may also apply)
  - Upon arrival you must provide a State or Federal Government Issued Identification.
  - Fingerprints are electronically forwarded to the TBI and the FBI.
  - Fingerprint results are provided ONLY to the Tennessee Department of Financial Institutions.
3. Fees
  - The processing fee for a fingerprint card background check is **\$38.50** (local law enforcement fingerprinting fees may also apply)
  - Payment may be made with debit or credit card online during registration; or
  - Payment may be made by Money Order or Cashier Check made payable to MorphoTrust USA. Cash and Personal Checks are not accepted.
4. Registration & Submission of Fingerprint Card
  - Register online at [www.identogo.com](http://www.identogo.com) or call 1.855.226.2937
  - Click on the state of Tennessee
  - Click Online Scheduling
  - Click on English or Spanish
  - Enter your First Name
  - Enter your Last Name
  - Agency Name choose **OTHER**
  - When prompted for Applicant Type choose **DFI ORI TN920717Z**
  - When prompted for ORI Number enter in **TN920717Z**
  - Confirm the ORI Number which is **TN920717Z** click Yes
  - You will be required to make an appointment for fingerprinting
  - Complete the demographic data collection process
  - Make sure your social security number is correctly entered

NOTE: Any registration errors must be corrected by re-registration online or by phone prior to fingerprinting.  
NO ERRORS CAN BE CORRECTED ONCE THE FINGERPRINTS ARE TAKEN.

At the completion of registration you will be given a Registration ID.

Write this number on the back of the fingerprint card and submit it directly to MorphoTrust USA

(FOR OUT-OF-STATE) MAIL THE COMPLETED CARD (and money order or cashier check if applicable) TO:

MorphoTrust USA

Card Scan Department

3051 Hollis Drive Suite 310

Springfield, IL 62704

If you are submitting a company application to the Tennessee Department of Financial Institutions, the following Control Persons must be fingerprinted:

**Managing Principal** ~ the individual identified as the 'Qualifying Individual' on the MU1 form of the NMLS application. The individual is in charge of and responsible for the company actions.

**Managing Member(s)** if an LLC

**Executive Officers** ~ including but not limited to the CEO, COO, CFO, President, Vice President(s), Secretary and Treasurer.



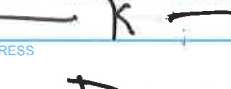

**General Partners** ~ including general and limited partnerships.

**Equitable 10% or more Owners** ~ individuals owning directly or indirectly with participation rights, a 10% or more interest in the company (including all individuals listed on Schedule A of the NMLS Application with a 10% or more ownership).

**NOTE:** The Department reserves the right to require fingerprints from any other individual (not covered above) who directs the affairs of the company or establishes policy.

**ONE CARD PER PERSON**

- A. Full Last Name, Full First Name, Full Middle Name (no initials)
- B. Your Signature
- C. Your Complete Residence Address
- D. Your Complete Employer Name & Address
- E. Your Citizenship
- F. Your Armed Forces I.D. Number (if applicable)
- G. Your Social Security Number
- H. Your Sex, Race, Height, Weight, Eye Color & Hair Color
- I. Your Date of Birth (ex. 10/11/1950)
- J. Your Complete Place of Birth (ex. Nashville, TN)
- K. Date & Signature of Official Taking the Fingerprints

<b>APPLICANT</b> <small>* See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK	
FD-258 (REV. 3-1-10) 1110-0046		SIGNATURE OF PERSON FINGERPRINTED 		LAST NAME NAM		FIRST NAME A		MIDDLE NAME			
RESIDENCE OF PERSON FINGERPRINTED 		ALIASES AKA		OR		TN 920717Z TN DEPT FINANCE INST NASHVILLE, TN				DATE OF BIRTH Month Day Year 1 1	
DATE 1		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS 		CITIZENSHIP CTZ - E -		SEX		RACE		HGT.	
EMPLOYER AND ADDRESS 		YOUR NO. OCA 13		FBI NO. FBI		WGT.		EYES H		HAIR	
REASON FINGERPRINTED Tenn. Code Ann. § 45-13-202(d) Licensing		ARMED FORCES NO. MNU F		SOCIAL SECURITY NO. SOC G		PLACE OF BIRTH - J -		POB		LEAVE BLANK	
MISCELLANEOUS NO. MNU		CLASS		REF.							
1 R THUMB		2 R INDEX		3 R MIDDLE		4 R RING		5 R LITTLE			